

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



March 18, 2005

ALL COUNTY INFORMATION NO. I-13-05

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY PROMOTING SAFE AND  
STABLE FAMILIES (PSSF) PROGRAM  
COORDINATORS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: INSTRUCTIONS FOR THE PROMOTING SAFE AND STABLE  
FAMILIES (PSSF) PROGRAM COUNTY PLAN UPDATES

The purpose of this letter is to provide counties with instructions and the timeframe for submission of the PSSF three-year plan update for Federal Fiscal Year (FFY) 2005 federal progress reporting purposes. The update reporting period is October 1, 2003 through September 30, 2004 (FFY 2004).

The California Department of Social Services (CDSS) has the responsibility for overseeing the implementation of the federal PSSF Program in California. As part of that oversight responsibility, CDSS is required to submit an annual report to the federal government illustrating how PSSF funds have impacted program design, the delivery of services, and the quality of life of children and families served. The State is charged with submitting the progress update as part of the comprehensive report that represents a consolidation of the planning and reporting requirements for Title IV-B programs. The consolidated plan must be submitted by the State no later than June 30, 2005.

In order for CDSS to meet this deadline, county PSSF plan updates must be completed and submitted on time. Therefore, county plan updates must be submitted to CDSS by April 29, 2005.

The counties are notified that this will be the last update to be submitted on a Federal Fiscal Year timeline. The next update will follow the new three-year plan instruction letter that is due out shortly and will be based on a State Fiscal Year. The intent is to have the plans and reports for the PSSF Program, the Child Abuse Prevention, Intervention, and Treatment (CAPIT) Program, and the Community-Based Child Abuse Prevention CBCAP (CBCAP) Grant on the same fiscal timeline.

As stated in All County Letter (ACL) No. 01-20, the Adoptions and Safe Families Act of 1997 (Public Law 105-89) specifies that PSSF expenditures are to be used for Family Preservation, Family Support, Time-Limited Family Reunification, and Adoption Promotion and Support. States are expected to expend a minimum of 20 percent in each of the four service components or provide a strong rationale if the expenditures are below the percentage for any one of the four components. Therefore, as outlined in

ACIN No. I-13-05  
Page Two

County Fiscal Letter (CFL) No. 01/02-37, counties must expend at minimum 20 percent of their total PSSF allocation in each one of the four service components. The remaining 20 percent can be spent in any of the components at the county's discretion.

A county that is not currently allocating at minimum 20 percent to each service component must provide CDSS a strong rationale why it is not doing so, and describe its progress toward reaching this goal by FFY 2005.

The CFL No. 01/02-37 provides the appropriate Program Codes for claiming to the four service components. The Program Codes are:

- 515 Family Preservation Services
- 516 Family Support Services
- 675 Adoption Promotion and Support Services
- 676 Time-Limited Family Reunification Services

Enclosed with this letter is the information necessary for counties to complete the PSSF plan update. Two updated copies must be submitted to the following address no later than April 29, 2005:

California Department of Social Services  
Office of Child Abuse Prevention  
Promoting Safe and Stable Families  
744 P Street, MS 11-82  
Sacramento, California 95814

An electronic version may be submitted via e-mail to your Office of Child Abuse Prevention (OCAP) county consultant followed by the hardcopies. If you have any questions regarding this letter, please contact your OCAP county consultant as indicated on the enclosed consultants list.

Sincerely,

*Original Signed By Susan Nisenbaum*  
SUSAN NISENBAUM, Chief  
Children Protection and Family Support Branch

Enclosures

**PROMOTING SAFE AND STABLE FAMILIES (PSSF) ANNUAL UPDATE  
INSTRUCTIONS AND FORMAT FOR FEDERAL FISCAL YEAR (FFY) 2004**

Please provide a description of your county's PSSF program, progress made during FFY 2004, and any changes or modifications made for FFY 2005. Provide the required information under each of the following headings:

1. **OBJECTIVES:** Utilizing measurable data, describe progress in achieving objectives. Note any changes in methods and tools used to gather data and measure results. Describe progress in achieving the seven federal outcomes described in three-year plan instruction letter, ACL 02-32.
2. **SERVICE QUALITY:** Describe how the quality of PSSF services is being assessed, and how identified problems are being addressed. Describe the extent to which each service is available and being provided to different types of families.
3. **PLANNING BODIES:** Describe any significant changes in the local planning bodies or the collaborative planning process.
4. **TECHNICAL ASSISTANCE:** Describe technical assistance given by the county that supports service providers and PSSF plan goals and objectives.
5. **STAFF TRAINING:** Describe staff development and training activities that support the PSSF plan goals and objectives.
6. **BASELINE DATA:** Describe county baseline data collected and how it is being used for evaluations and plan modifications. Based on this data, describe any gaps in service, including mismatches between available services and family needs.
7. **SERVICES:** List the percentage of funding allocated to each of the four service components identified below. Please note the following, where PSSF services are:  
a) provided to reunifying and adoptive families (e.g., costs for outreach and education), identify the percentage amount for each service component and include them in the total allocation for Time-Limited Family Reunification, and Adoptions Promotion and Support; b) provided to strengthen parental relationships and promoting healthy marriages (e.g. costs for outreach and education), identify the percentage amounts for each service and include them in the total allocation for family support. If the percentage of expended funds for any of the components is less than 20 percent, provide a strong rationale.

<b>Service Component</b>	<b>Percentage of Allocation</b>
Family Preservation	
Family Support	
Time-Limited Family Reunification	
Adoption Promotion and Support	

8. **LINKAGES:** Describe linkages developed between and among the services under these four service components and other service systems. We are particularly interested in linkages with CalWORKS, substance abuse, child abuse prevention, early intervention services, mental health, local corrections, and work force development.

**OFFICE OF CHILD ABUSE PREVENTION (OCAP)  
PREVENTION NETWORK DEVELOPMENT UNIT (PND)  
COUNTY CONSULTANTS**

January 2005

<div>Fresno Kern Kings Madera Mariposa Merced San Benito San Joaquin Stanislaus Tulare</div>	<div>Del Norte Humboldt Lake Mendocino</div>	<div>Alameda Contra Costa Los Angeles Marin Monterey Napa San Francisco San Mateo Santa Clara Santa Cruz Solano Sonoma</div>	<div>Alpine Amador Butte Calaveras Colusa El Dorado Glenn Inyo Lassen Mono Modoc Nevada</div> <div>Placer Plumas Sacramento Shasta Sierra Siskiyou Sutter Tehama Trinity Tuolumne Yolo Yuba</div>	<div>Imperial Orange Riverside San Bernardino San Diego San Luis Obispo Santa Barbara Ventura</div>
<div>Ernie Lynch  (916) 651-6952  <a href="mailto:ernest.lynch@dss.ca.gov">ernest.lynch@dss.ca.gov</a></div>	<div>Ruben Robles  (916) 651-6796  <a href="mailto:ruben.robles@dss.ca.gov">ruben.robles@dss.ca.gov</a></div>	<div>Anna Shetka  (916) 657-4709  <a href="mailto:anna.shetka@dss.ca.gov">anna.shetka@dss.ca.gov</a></div>	<div>Ernie Villalobos  (916) 651-6702  <a href="mailto:ernie.villalobos@dss.ca.gov">ernie.villalobos@dss.ca.gov</a></div>	<div>Mark Wong  (916) 651-6717  <a href="mailto:mark.wong2@dss.ca.gov">mark.wong2@dss.ca.gov</a></div>

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